



ADVERTISEMENT

**Office Administrative Assistant
(National Occupational Classification 2016 - NOC Code: 1241)**

Company Summary:

From modest beginnings in 1954, A.H. Lundberg (AHL) has evolved into a leading engineering company providing environmental systems, energy optimization, chemical handling, and process engineering services to power, resource, and processing industries. We are a Canadian company located in Vancouver, British Columbia, Canada. Through our Vancouver office and network of representatives, we provide solutions in the form of engineering services and custom designed equipment to industrial enterprises worldwide.

Business address: Suite 300, 5118 Joyce Street, Vancouver, B.C. V5R 4H1 Canada

Job title: Office Administrative Assistant (NOC – 1241)

No. of positions: 1

Terms of employment: Permanent full time, long-term

Hour of work: 40 hours per week

Wages: \$22.50 per hour

Location of work: Suite 300, 5118 Joyce Street, Vancouver, B.C. V5R 4H1 Canada

Anticipated start date of employment: As soon as possible

Job summary:

The Office Administrative Assistant will be responsible for the management and supervision of a variety of office related duties, many of which are outlined below. The Office Administrative Assistant will also act as a primary contact and liaison for internal and external matters relating to official instructions, meeting arrangements, policies and procedures and other business activities between the head office and group of companies and their related activities or other third party agencies/departments.

Experience:

At least two years of experience in office supervisory, administration and management with at least one year in an engineering organization that has multiple disciplines.

Essential skills & requirements:

Excellent English language skills, both oral and written, attention to detail, problem solving, ability to work independently and in a team, people management skills, positive attitude, ability to multi-task, time management and organization skills, extensive database familiarity, basic AutoCAD skills, be able to work under pressure, ability to prioritize, proficiency in Microsoft Office applications, proficiency in WordPress and Social Media, outgoing, courteous and professional, must be available for all hours of operation including overtime and weekend work as required.

Duties:

- Supervision and management of time sheets.
- Arrange travel and make reservations.
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information with other departments and organizations.
- Create files in the database for projects and proposals.
- Answer telephone and electronic enquiries and relay telephone calls and messages.
- Preparation and scheduling of outgoing mail and shipments.
- Assemble customer information and input to the customer database.
- Responsible for ordering office supplies and maintaining inventory.
- Prepare, enter, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material.
- Project management - create project files, proposals & budgets, correspond with suppliers and clients.
- Greet visitors; ascertain nature of business and direct visitors accordingly.
- Manage scheduling of boardrooms and log related charges.
- Work with AutoCAD regarding various drafting tasks.
- Establish and maintain manual and computerized information filing systems.
- Determine and establish office procedures.
- Administration of office building keys and security fobs.
- Manage logistics of rental offices.
- Provide support through building procedures and systems.
- Manage building maintenance and janitorial services.

Preference to Canadian citizens, Canadian Permanent Residents, New Immigrants, Indigenous Persons / Aboriginals and Youth.

If you are interested in this position, please apply by email to bgerrie@ahlundberg.com with your resume and cover letter. Only qualified candidates will be contacted.